



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD  
FORT BELVOIR, VA 22060-5527

CPM 25-102  
Expires: 01 February 2009

AMCIO-R

01 February 2007

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Command Policy Memorandum – Mandatory Use of the Freedom of Information and Privacy Acts Case Tracking System (FACTS)

1. Effective immediately all Army Materiel Command (AMC) Freedom of Information Act (FOIA) Officers are required to register and use the FACTS Database. The FACTS is a web based enterprise solution, which reduces many of the administrative burdens and challenges present in managing Freedom of Information and Privacy Act Programs at every level of the Army.
2. Access to FACTS is limited to Army FOIA/Privacy Act (PA) Officers, Initial Denial Authoritys (IDAs), and other individuals authorized to process and respond to requests from individuals and corporations outside the Federal Government.
3. To access the FACTS Database double click on the following web link or copy and paste it into your web browser <https://www2.arims.army.mil/foia/foiamain.asp>.
4. The point of contact for this action is the AMC Command FOIA Officer at: [josephine.sibley@us.army.mil](mailto:josephine.sibley@us.army.mil), AMCIO-R, DSN 656-9839 or (703) 806-9839.

**FOR THE COMMANDER:**

//Signed//  
TERENCE M. EDWARDS  
Chief Information Officer/G-6

**DISTRIBUTION:**  
HQ AMC DIST B  
All AMC FOIA Officers